

Creating a Cover Letter		Writing
Theme: Employment		CLB Level: 4/5
Topic: Job Preparation		Competency: Getting Things Done

Student Name _____ Date _____

Instructions: Using the nine essential skills listed below write a cover letter to be sent by email. An email has 5 parts: Recipient Subject Introduction Body Closing

The nine essential skills are:

Adaptability

Collaboration

Communication

Creativity and innovation

Digital

Numeracy

Problem Solving

Reading

Writing

Choose **two** essential skills and give an example of a time you used each skill.

Use this information to create the email cover letter on the next page.

Company Name	Sobey's Inc.
Address	450 Columbia Ave W., Waterloo ON N2T 3T4
Manager	John Smith
Email address	jsmith@gmail.com
Phone #	519-226-5555
Position	Stocking Shelves
Position #	H6040

